State Employees' Charitable Giving Campaign

SECGC

Department of Administration
State Human Resources Division
P.O. Box 200127
Helena, Montana 59620

2010 MONTANA STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN APPLICATION INFORMATION FOR INDEPENDENT NON-PROFIT ORGANIZATIONS

The State Employees' Charitable Giving Campaign (SECGC) welcomes your interest in our 2010 campaign. We are a service to state employees, who are very generous donors to non-profit organizations and to their communities. We welcome and encourage your participation. As a part of the service to employees, we must make sure that applying organizations meet the eligibility requirements of the campaign, and provide the following information to assist applicants. We welcome questions as you consider applying or as you are gathering the information we need. For any questions, contact information is in sections VII and VIII below.

I. General Information. Your federation and the affiliated non-profit organizations are invited to apply for the 2010 State Employees' Charitable Giving Campaign. This campaign is the only authorized charitable solicitation of state employees in the workplace. Through the campaign, state employees donate to a wide variety of non-profits using payroll deduction, credit or debit cards, checks or cash. In 2009, state employees donated more than $532,000. While there were some non-profits that received no contributions, the largest total of gifts to a non-profit was $32,473.76, and the average gift was $1,242.53.

The campaign is administered by the Department of Administration with the assistance of an advisory council of volunteer state employees, a fiscal and a program contractor and representatives of federations and independent participants.

II. Eligibility Requirements. To apply for the 2010 campaign, each non-profit must adhere to the following requirements.

A. Each non-profit must be, or be a program directly managed by, an organization that has tax exempt status granted by the IRS under 26 USC 501(c)(3) or has such status granted by an act of Congress.
B. Each non-profit must meet the following criteria. Each non-profit must:
   1. Provide a completed Application and Agreement signed by the executive director or board chair.
   2. Submit a copy of the 501(c)(3) showing that it is, or is directly managed by, an organization in compliance with section II.A above.
   3. Provide written evidence that it is registered with the Secretary of State (SOS) to do business in Montana and which shows active status. This is available at http://app.mt.gov/bes.

4. Show that at least 70 percent of the funds raised from the campaign are used to benefit of the people of Montana. If this is not the case, you must demonstrate in writing to the satisfaction of the Department of Administration and the Campaign Advisory Council that there is a substantial return or benefit to the people of the state.
5. Use the funds contributed by state employees for its purposes described in campaign materials.
6. Have a written policy and procedure of nondiscrimination in regard to race, color, religion, national origin, disability, age marital status or sex for the purpose of service, employment, membership or leadership.
7. Certify that it accounts for its funds in accordance with generally accepted accounting principles.
8. Be directed by an active and responsible governing body whose members have no material conflict of interest and a majority of whom serve without compensation.
9. Conduct publicity and promotional activities based on its actual programs and operations.
10. Not have sectarian activities as the primary focus. This includes activities aimed at promoting one or more religious viewpoints. Sectarian activities that are only incidental to the primary focus will not necessarily cause disqualification.
11. Not share or sell names or addresses of state employee donors to anyone.

III. Application and Agreement. By signing the Application and Agreement, each non-profit agrees:

A. To certify that it meets the eligibility requirements in section II above.
B. To indemnify the state, its officials, agents and employees as required in the Application and Agreement.
C. To the selection by the Department of Administration of a Financial Services Coordinator and a Program Coordinator to act on your behalf and to be paid by each non-profit and federation as described in number five of the application and agreement.

IV. Approval to Participate and Appeals.

A. The Campaign Advisory Council reviews all applications. The council recommends approval or denial to the Department of Administration. Applicants are notified of the outcome by regular or electronic mail.
B. Applicants may appeal denial in writing within 10 working days to the Department of Administration at the same address used for applications. A decision on the appeal will be made within 10 working days.
C. Approval for prior campaigns does not guarantee future eligibility.
D. No organization or program may be listed more than once in the campaign materials. For example, if a program is listed under a Human Resources Development Council, it may not be listed under a United Way.

V. Conduct of the Campaign.

A. Volunteer state employees conduct the campaign. Direct contact by organizations with employees is regulated to minimize workplace disruption and ensure equal access. Non-profits may post materials on public bulletin boards indicating that state employees may donate through the campaign. Removing other organizations' materials will result in disqualification.
B. Non-profits may be asked to help with training, campaign promotion or other events.
C. The campaign produces a single donor guide with information about all participating organizations and a single pledge card. Non-profits may not distribute their own fundraising materials in the workplace.
D. The Campaign Advisory Council sends thank-you letters to donors listing the contributors and amount contributed and pledged.
E. Employees may indicate on the pledge card whether or not they want contributors notified of their gift.
F. The campaign will not, without clear permission from the state employee, disclose his or her name, address, donation or any other information related to the campaign.

VI. Financial Information.

A. The application fee for the 2010 campaign is $40 per non-profit. This fee must be submitted with the application and is not refundable.
B. State employees may designate contributions to your non-profit. Undesignated contributions, campaign expenses and uncollectible pledges are allocated among all participants based on a percentage share of gross campaign receipts.
C. The Financial Services Coordinator will pay all designated **cash contributions** by May 1, 2011, following the end of the campaign, less participants' share of projected expenses at that time. If May 1 falls on a weekend, the payment will be made on the prior business day.
D. The Financial Services Coordinator will distribute all other **payroll deduction contributions, less participants' share of projected expenses,** no later than May 1, August 1 and November 1, 2011. The final payment will be made, less uncollectible and final expenses, within 10 working days following the campaign audit, but no later than April 1, 2012. The Financial Services Coordinator will send out a report on final distribution of campaign revenues and expenses.

VII. Department of Administration.

A. The Department of Administration is the final authority in the interpretation of any rules, policy, contracts, eligibility and any other matters relating to the State Employees' Charitable Giving Campaign.
B. Alternative accessible formats of this document are available on request. Persons who need an alternative format of this document or who require some other

reasonable accommodation in order to participate in this process may contact the campaign at:

Phone: (406) 444-9207
Fax: (406) 444-0703
TTY Relay Service: 711
Email: hbetts@mt.gov
Internet: http://hr.mt.gov/hrpp/programsadministered.mcpx

VIII. Other Contacts. The Campaign Advisory Council and the many generous campaign volunteers welcome and encourage the broadest participation possible in the campaign. If you have any questions about the campaign, eligibility, the application process or suggestions to improve the campaign, we welcome your calls or emails. Feel free to contact:

Jack Lynch, Chair (tel. 406-444-4573, email jlynch@mt.gov)
Mary Wright, Vice Chair and Eligibility Chair (tel. 406-444-9698, email mwright@mt.gov)
Beki Brandborg, Program Coordinator (cell 406-431-2151, email beki@initco.net)

IX. IMPORTANT!

A. Complete applications must be received by 4:30 p.m., May 4, 2010. Applications received after May 4, 2010 may be denied.
B. Checks for the application fee ($40) should be made out to "State Employees' Charitable Giving Campaign" or "SECGC."
C. Please return all application materials by the May 4th 4:30 p.m. deadline to:

State Employees' Charitable Giving Campaign
Department of Administration
State Human Resources Division
mailing address: P. O. Box 200127, Helena, MT 59620-0127
or hand-delivery address: Mitchell Building, 125 North Roberts, Room 125, Helena, Montana
(406) 444-3871

THANK YOU FOR YOUR INTEREST IN THE CAMPAIGN.